




BAR HILL COMMUNITY ASSOCIATION (BHCA)

Registered Charity # 1195382

Meeting Minutes

Date & Time:	Tuesday, 9th April 2024 @ 7:30 pm	
Location:	The Fox Inn, Gladeside, Bar Hill. Cambridge. CB23 8DY	
Summary:	Scheduled Monthly Charity Trustee Meeting https://bit.ly/bhca-shared-calendar Called By: Andy Pellew (Chair of Trustees)	
Note Taker:	Andy Pellew (Chair)	
Documents:	REF01 Minutes of the meeting held on 12th March 2024.pdf REF02 Open Actions Trustee's Report.pdf REF03 Financial Update - March 2024.pdf REF04 BHCA Current Budget Totals - March 2024.pdf REF05 Conflicts of Interest Policy (1.3 Draft).pdf REF06 Reserves Policy and Procedure (0.1 Draft).pdf REF07 Serious Incident Reporting Policy & Procedure (0.1 Draft).pdf REF08 Social Media Policy & Procedure (0.1 Draft).pdf REF09 KwikTrust - Supporting charities and not for profits with unlimited digital signatures.pdf IOI01 Reserves Policy and Procedure - Training Acknowledgement.pdf IOI02 Safeguarding Vulnerable Adults Policy (1.0 Approved).pdf IOI03 Safeguarding Children Policy & Procedure (3.0 Approved).pdf IOI04 Data Protection Policy (2.0 Approved).pdf IOI05 Serious Incident Reporting Policy & Procedure - Training Acknowledgement.pdf IOI06 Social Media Policy & Procedure - Training Acknowledgement.pdf IOI07 ICB Response re Maple Surgery Consultation.pdf IOI08 3 Aug to 31 Dec 2022 accounts - Financial Summary.pdf	

Open Forum Notes

Ref	Notes
OF1	Residents/ Groups in attendance: None Notes: N/A

Minutes for Agenda Items

Ref	Notes
01	<p>Apologies were received from Hilary Whipp (HW, Treasurer), Kate Da Costa (KDC, Fête & Festival), Anthony Mitchell (AM, Vice Chair, Christmas Event), Barry Dean (BD), Jenni Foster-Smith (JFS, Secretary, Parks & Recreation).</p> <p>Present <Name> (<Initials> [, <Position>] [, <Committee Chair's>]:</p> <p>BHCA Trustees:</p> <p>Andy Pellew (AP, Chair of Trustees, Bar Hill News, Europe Challenge, Phone Box Library, Wellbeing Walks), Bunty Waters (BW), Jo Hall (JH)</p> <p>Volunteers/Members/Local Residents:</p> <p>Karen Hayden (KH), Richard Hayden (RH)</p>
02	<p>Minutes from 12th March.</p> <p>Proposer: BW Seconder: JH</p>
03	<p>Action Log Review</p> <p>No comment.</p>
04	None
05	<p>AP currently has a £750 cheque for the Village Fete which is waiting to be paid in.</p> <p>AP has withdrawn from the Europe Challenge and passed over to Bunty.</p>
06	<p>March Financial Update.</p> <p>Proposer: JH Seconder: BW</p> <p>Budget Update (REF04).</p> <p>Proposer: AP Seconder: JH</p>
07	<p>(committee updates);</p> <p>Bar Hill News (AP)</p>

	<ul style="list-style-type: none"> - Food vans. The Parish Council have requested that we include their upcoming food van list in the Bar Hill News for free (as the Parish Council is already donating quite a lot to the BHCA for other events). AP is happy to agree in principle, but needs to find a way for this to work which doesn't allow everyone else to claim "free" advertising space. <p>Christmas Event (AM)</p> <ul style="list-style-type: none"> - No update <p>Europe Challenge (BW)</p> <ul style="list-style-type: none"> - AP handed over to BW. BW is unable to attend the full event, and is in contact with the organisers to determine exactly what needs to be done. Next steps are for BW to meet with the organisers to determine exactly what is necessary. <p>Fête & Festival (KB)</p> <ul style="list-style-type: none"> - No update <p>Parks & Recreation (JFS)</p> <ul style="list-style-type: none"> - No update <p>Phone Box Library (AP)</p> <ul style="list-style-type: none"> - No updates <p>Wellbeing Walks (AP)</p> <ul style="list-style-type: none"> - Myself and Sue have taken the difficult decision to end the Wellbeing Walks in the village. There is zero budget allocated and therefore, on receipt of a letter from the Chair of the Committee formerly requesting it be wound up we wind up the committee.
10	<p>Scheduled Policy Review: Conflicts of Interest Policy (1.3 Draft)</p> <p>PROPOSAL: We accept version 1.3 Draft as-is and promote it to version 2.0 Approved.</p> <p>Proposer: BW Secunder: AP</p>
11	<p>New Policy Review: Reserves Policy and Procedure (0.1 Draft)</p> <p>PROPOSAL: We accept version 0.1 Draft as-is and promote it to version 1.0 Approved.</p> <p>Proposer: BW Secunder: AP</p>
12	<p>New Policy Review: Serious Incident Reporting Policy & Procedure (0.1 Draft)</p> <p>PROPOSAL: We accept version 0.1 Draft as-is and promote it to version 1.0 Approved.</p> <p>Proposer: BW Secunder: JH</p>

13	<p>New Policy Review: Social Media Policy & Procedure (0.1 Draft)</p> <p>PROPOSAL: We accept version 0.1 Draft as-is and promote it to version 1.0 Approved.</p> <p>Proposer: JH Seconder: AP</p>
14	<p>Charity required policies. (DEFERRED)</p> <p>The Charity Commission now require the following policies [with the current state of our policy];</p> <ul style="list-style-type: none"> - Internal charity financial controls policy and procedures [missing] - Safeguarding policy and procedures [3.0 Children, 1.0 Adults] - Financial reserves policy and procedures [1.0 - above] - Complaints policy and procedures [1.1] - Serious incident reporting policy and procedures [1.0 - above] - Internal risk management policy and procedures [missing] - Trustee expenses policy and procedures [2.0] - Trustee conflicts of interest policy and procedures [2.0] - Investing charity funds policy and procedures [missing, not applicable] - Campaigns and political activity policy and procedures [missing, not applicable] - Bullying and harassment policy and procedures [missing] - Social media policy and procedures [1.0 - above] - Engaging external speakers at charity events policy and procedures [missing, not applicable] <p>When we upload our annual report the Charity Commission specifically asks if we have the above policies. We can still submit by answering “no”, but it will be recorded. The Charity Commission currently requires 13 policies; we have 7 in place. Arguably, three of the six outstanding do not apply to us.</p> <p>PROPOSAL: Investing charity funds policy and procedures, Campaigns and political activity policy and procedures, and Engaging external speakers at charity events policy and procedures do not apply to us as a charity.</p> <p>Proposer: XX Seconder: XX</p> <p>PROPOSAL: AP to create template policies (Google Documents) for the missing policies, and Trustees to be allocated to populate them. You should start with the template policies from Small Charity Support (www.smallcharitysupport.uk) or Charity Excellence (www.charityexcellence.co.uk) and develop a policy for the BHCA from there. Googling the exact policy names above will also reveal</p>

	<p>policies for other charities.</p> <p>Proposer: XX Seconder: XX</p> <p>NOTE: “Not applicable” means we still need to create a policy document and say, for example, “The Charity will not invest charity funds” as our “Investing charity funds policy and procedures” policy.</p>
15	<p>KwikTrust has approached us regarding a “free” digital signature solution.</p> <p>PROPOSAL: Unless another Trustee wishes to take this on, we should decline the offer. At the moment, we do not need this solution.</p> <p>Proposer: AP Seconder: BW</p>
16	<p>End of Wellbeing Walks</p> <p>PROPOSAL: With the consent of the Chair of the Committee, we end Wellbeing Walks, close the budget, and end the committee.</p> <p>Proposer: AP Seconder: BW</p> <p>PROPOSAL: AP will write an article titled “What do you want us to do?” for the new Bar Hill News. (WITHDRAWN BY AP)</p>
97	<p>Any Other Business (inc. Agenda items for future meetings):</p> <p>-</p>
98	<p>Date and location of next meeting; 14th May @ 7:30 pm in the Fox Inn</p>
99	<p>Meeting closed at 19:50.</p>

Dated: **09-APR-2024**



Andy Pellew (Chair)

